

APPENDIX 2
GENERAL RETENTION SCHEDULE FOR DELEGATED TESTING

GROUP NUMBER	DESCRIPTION OF RECORDS	RECOMMENDED RETENTION PERIOD
1.	<p>Applications Bulletins Correspondence Folder Veterans Preference Folder Written Test Answer Sheet (Including Essay/Book B) Performance Test Rating Sheet Form 286 - Reemployment List Panel Cards Form 156-Promotional-Readiness Examination Report (Self- Evaluation) Form 156A - Promotional- Readiness Examination Interview Panel Report Form 156B-Promotional Readiness Examination Report (Organization Unit Review) Form 156C-Promotional Readiness Examination Report (Supervisory Review) Form 511A-Disqualification Report (one for each disqualified competitor) Form 511B-(initialed) Competitive Rating Factors Form 511CT-Competitive Rating Reports Form 571-EDA Report for All Contributors Form 572-EDA Rating Sheet Form Form 572A-Rating Committee Disqualification Report on Promotional Contributors, Rule 200</p>	<p>Retain for two years or until list expires, whichever is longest.</p>
2.	<p>Form 100-175DT-QAP and EDA Panel Members-Ethnic Information DT Certification Lists</p>	<p>Retain as "Active" until the list has expired. Then retain one year.</p>